

STUDENT INTERN PROGRAM ANNOUNCEMENT: 22-2013

U.S. EMBASSY ASTANA

STUDENT INTERN – PUBLIC AFFAIRS SECTION

Open to: Foreign National Students, non – U.S. citizens

Opening Date: June 04, 2013

Closing Date: June 11, 2013

Work Hours: Full-Time: 40 Hours/Week

Duration of Internship: From start-date through August 30, 2013

Agency/Section: Department of State, Public Affairs Section

The Public Affairs Section is the primary source for anyone seeking information about U.S. government programs and policy in Kazakhstan. The Public Affairs Section offers a variety of programs and services, including: educational and professional exchange programs; Ambassador's Fund for Cultural Preservation Program; the Information Resource Center; speaker/specialist programs on a variety of topics; distribution of U.S. political and economic news; seminars and workshops on topics such as educational methodology, American culture, and Internet access; and program and activities for alumni of all U.S. government-sponsored exchange programs.

BASIC FUNCTION OF POSITION

The U.S. Embassy in Astana is seeking a student intern to work in the Public Affairs Section. The intern will work in coordination with Public Affairs Staff to monitor and update Embassy social media presence, research and update reports, provide support for educational and professional exchanges, and assist staff in designing and implementing cultural and speaker programs.

QUALIFICATIONS REQUIRED

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- **Education:** At least two years of University study.
- **Prior Work Experience:** None.
- **Language Proficiency:** Level III (good working knowledge) of English*, Level IV (fluent) of Kazakh/Russian – knowledge of both is highly desirable (Note: English skill levels will be tested)
- **Knowledge:** Knowledge of the Internet, digital and social media, standard information science practices and procedures, and a general understanding of Kazakhstan's and the United States' educational structures, institutions and cultures.
- **Skills and Abilities:** Demonstrated customer service, time management, planning and implementation, and computer/internet skills.

*This will be tested.

Tests or Interviews:

Short-listed applicants will be contacted for an English test and interview.

Eligibility Requirements:

- This internship position is open to non-U.S. citizens in Kazakhstan currently enrolled, not less than half-time, in a university, college or comparable recognized educational institution. Upon selection, the applicant must provide written permission to participate in the program from the educational institution in which he/she is enrolled.
- The applicant must be in a good academic standing at his/her current educational institution and provide a certified transcript to verify it;
- The applicant must demonstrate the potential to accomplish the major duties outlined in the position announcement;
- Must be at least 18 years of age;
- If selected, the candidate must receive a security and medical clearance;
- The student must have his/her own medical insurance
- The applicants who do not submit all necessary application information are not eligible and will not be considered for this position.

To Apply

This internship is a 2 month unpaid, volunteer-based employment opportunity which will provide a valuable hands-on experience in a modern resource center, specifically, in customer service, database management and completing reference requests and as well as learn about the working of the public diplomacy in action.

Interested applicants for this position must submit the following or the application will not be considered:

- 1) **Application form (see enclosed).**
- 2) **Statement of Interest form (see enclosed sample) which should include the student's objectives and motivation in seeking an internship and how their academic courses and other experiences relate to the Mission's goals/office needs;**
- 3) **Gratuitous Services Agreement (see enclosed);**
- 4) **Certified transcript from the educational institution in which the student is enrolled.**

Submit all the documents to

Human Resources Office
#3 Rakhymzhan Koshkarbayev Ave.
010000 Astana, Kazakhstan
Tel: (7172) 70-23-23; Fax: (7172) 70-22-75; e-mail: astanahr@state.gov

CLOSING DATE FOR THIS POSITION: JUNE 11, 2013